

<p align="center">DEPARTMENT FOR MH/MR SERVICES</p> <p align="center">POLICIES AND PROCEDURES STANDARDS OF OPERATIONS</p>	<p>Policy Number</p> <p align="center">DMHMRS 05-02</p>	<p>Total Pages</p> <p align="center">3</p>
	<p>Date Issued</p> <p>September 1, 2006</p>	<p>Effective Date</p> <p>September 15, 2006</p>
<p>References</p> <p>KRS 210.450</p>	<p>Subject</p> <p>Training Advisory Committee</p>	

Statement of Policy and Purpose

It shall be the policy of the Department for Mental Health and Mental Retardation Services (DMHMRS) to establish a committee to advise the Commissioner and departmental staff of training needs and procedures. The committee shall provide a continuous quality assessment of the components of the training program.

Procedure

A. Members of the Committee

1. The Department's training coordinator shall serve as chairman of the training advisory committee.
2. Members of the training advisory committee shall be staff representing the Divisions of the Department.

B. Duties of the Committee

1. Conduct an annual needs assessment with department heads, to be utilized in designing in-house specialized training programs and in the development of an annual training plan. The annual needs assessment shall include:
 - a. Reviewing training evaluations; and
 - b. Recommendations and requirements for granting Continuing Education Units (CEU's).
2. Coordinate and develop an annual training plan.
3. Review progress and address issues or concerns.
4. Coordinate and provide information to Division web liaisons to post training opportunities.

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5. Coordinate a system for tracking Departmental staff training.

C. Annual Training Plan

1. Departmental contracted training shall be included in the plan.
2. Departmental staff training shall be identified and included in the plan.
3. Orientation for new employees shall be reviewed and revised as necessary.
4. Mandatory staff training requirements shall be identified.
5. Conferences requiring sponsorship or involvement of departmental staff shall be identified.
6. Each of the training areas identified should contain the following information:
 - a. Title of training;
 - b. Descriptive overview;
 - c. Instructor (s);
 - d. Frequency of training;
 - e. Length of training;
 - f. Hours and CEU's granted;
 - g. Target audience;
 - h. Location;
 - i. Dates and times;
 - j. Fees; and
 - k. Reimbursement procedures.

D. Meetings

1. The training advisory committee shall meet at least quarterly.
2. An agenda shall be prepared in advance and minutes prepared following the meeting.

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3. Members shall meet within their Divisions to determine training needs, procedures, progress and concerns. Members should be prepared to bring this information to the meeting of the training advisory committee.
 4. Committee members unable to attend meetings shall designate a delegate to ensure representation at the meeting(s).
- E. This policy shall be reviewed annually and revised as necessary.

Commissioner

Date